



How do I apply for a commission as a Special Local Peace Officer?

What is a Special Local Peace Officer (SLPO) and who is eligible to become one? **[\(KRS 61.360\)](#)**

The Governor or his agent may appoint special local peace officers, for such time as he deems necessary, to preserve the peace and protect the property of any person from waste or destruction; provided, however, that no such peace officer(s) shall be actively employed at any factory, mine, workshop, retail establishment, or at any other location where a strike, a slowdown, a sit in, or any other type of work stoppage exists, if the employment of such peace officer(s) would result in the unreasonable expansion of the normal complement of such peace officers or the relieving of normal guards or peace officers to perform other duties. Upon the application of an owner of property for such services, and upon payment of a fee of ten dollars (\$10) for each officer to be appointed, the Governor may immediately appoint the person recommended by the owner, if the person is eligible.

What is the definition of private property? [\(500 KAR 3:010\)](#)

Specific real property currently owned by an individual, company, or agency in the Commonwealth of Kentucky.

What are the requirements to be appointed as a SLPO? [\(KRS 61.360\)](#)

No person shall be eligible for appointment under this section unless he has established to the satisfaction of the Governor that he possesses the following qualifications:

- (1) No person shall serve as a special local peace officer:
 - (a) Unless he is a citizen of the United States, is twenty-one (21) years of age or over, and unless he is able to read and write;
 - (b) Unless he has resided in the Commonwealth for a period of at least one (1) year;
 - (c) Who has ever been convicted of or is under indictment for a crime involving moral turpitude, dishonesty, or fraud; unauthorized divulging or selling of information or evidence; impersonation of a law enforcement officer or employee of the United States or any state or political subdivision thereof; illegally using, carrying, or possessing a firearm or dangerous weapon; habitual drunkenness;



- using or selling or possessing narcotics; or who has been adjudged mentally disabled by a court of competent jurisdiction and such adjudication has not been set aside; or has renounced his citizenship, or, being an alien, is illegally or unlawfully in the United States;
- (d) Who within a period of two (2) years has hired himself out, performed any service, or received any compensation from any private source for acting, as a privately paid detective, policeman, guard, peace officer, or otherwise as an active participant in any labor dispute, or conducted the business of a private detective agency or of any agency supplying private detectives, private policemen, or private guards, or advertised or solicited any such business in connection with any labor dispute;
 - (e) Unless he has filed his photograph with the county clerk of the county in which he is to serve, together with his affidavit stating his full name, age, and residence address and that he is not prohibited from serving by this section.

Every special local peace officer appointed pursuant to this section shall execute bond in the amount of five thousand dollars (\$5,000).

What is the cost associated with the application process?

1. \$10.00 made payable to the Kentucky State Treasurer by check or money order to be submitted with the applications. (non-refundable)
2. The certified copy of the birth certificate is \$10.00 in Kentucky, other states could charge more.
3. Some County Clerks may charge to administer the oath of office between \$10.00-\$13.00.
4. Cost of the bond which is approximately fifty (\$50.00) dollars per year.

What is the process to be commissioned as a SLPO? [\(500 KAR 3:020\)](#)

1. Submit two (2) notarized applications (SLPO-1) with the necessary information. The property owner whose property is being protected shall be listed as indicated on the application. **One copy of the application must be the original. Page 7, which contains the applicant's notarized signature, must be an original on both copies. Please utilize the application on this web site.**
2. Submit a **certified** copy of birth certificate.



3. Submit two (2) recent photos (full-face, 3"x 5") taken in the last thirty (30) days.
4. Submit a copy of DD-214 (if a veteran). **A DD-214 is required for each branch of service an applicant served.**
5. Applicants must come to Frankfort to be fingerprinted at the KSP AFIS Section if their fingerprints are not on file. [500 KAR 3:020](#) Section 2 (5)
6. Submit a notarized copy of Authority to Release Information (SLPO-4). [500 KAR 3:020](#) Section 2 (6)
7. Submit the Acknowledgment Notice Form (SLPO-5) which indicates he has received a copy of the SLPO Act and that he acknowledges that his authority is limited and restricted under the Act and that it does not give them the right or authority to carry a concealed weapon off the premises of the said property.
8. Submit the Letter of Intent Form (SLPO-3) filled out by the property owner giving the name of the applicant and the specific property to be protected.
9. Make arrangements to be interviewed by the SLPO administrator in Frankfort. The applicant's fingerprints can be rolled at the KSP AFIS Section immediately following the interview.
10. File a photograph with the county clerk of the county in which he is to serve along with an affidavit stating his full name, age and residence, and that his is not prohibited from serving by this section. **This will be done when notified by the program administrator.** ([KRS 61.360](#))
11. After receiving the proper notification, the appointed applicant shall promptly take one copy of the application and two County Clerk Oath Forms (SLPO-6) to the county clerk in the county where the applicant is to serve, so that the constitutional oath of office can be administered. After administering the oath, the county clerk shall retain the full copy of the application and the applicant shall return one original of the SLPO-6, signed by the clerk, to the property owner. The property owner returns the SLPO-6 to the Internal Investigations Branch. The property owner is allowed thirty (30) days to arrange for the appointed applicant to take the oath of office and return the SLPO-6 to the Internal Investigations Branch. ([500 KAR 3:020](#) Section 3)



12. Once the SLPO-6 is received in the Internal Investigations Branch, the commission certificate will be mailed to the property owner. **The applicant's authority does not begin until the property owner has received the commission certificate.** ([500 KAR 3:020](#) Section 3 (6))
13. Submit the ten (\$10.00) dollar application fee by check or money order made payable to the Kentucky State Treasurer that is **non-refundable.** [500 KAR 3:020](#) Section 2 (3) (a-c)

When do commissions expire? ([500 KAR 3:020](#))

A SLPO Commission shall be issued for a period of two (2) years, if the officer continues to meet all statutory and regulatory criteria.

How to request a commission to be renewed? ([500 KAR 3:020](#))

Submit a Letter of Intent Form (SLPO-3) from the property owner stating a request to renew a commission and two renewal applications (SLPO-7) for each applicant involved. These forms shall be filed with the cabinet program administrator at least sixty (60) days before the expiration date of the existing commission. The same procedures concerning the applications for a first time applicant, apply to the renewals. The applicant for renewal shall undergo a new background investigation to bring their records up-to-date.

Submit the \$10.00 application fee.

With the renewal applications, the applicant **does not** need to submit copies of information that is already on file, such as the birth certificate, DD-214, or fingerprints.

What are the requirements for the SLPO property owner?

1. Return the supplied SLPO-6 signed by the county clerk to the SLPO program administrator. ([500 KAR 3:020](#) Section 3)
2. Retain the commission certificate until such time as his authority is terminated and then return the certificate to the Justice Cabinet. ([500 KAR 3:020](#) Section 6 (1))
3. Issue an identification card which will be carried by the officer. The card is to be submitted to the property owner upon termination. ([500 KAR 3:020](#) Section 3 (4)) The card shall be billfold size (2 ¼ x 3 ½”) and shall contain on one side a



- full face photo of the officer, along with the officer's name, identification or notation that the officer has been commissioned as a Special Local Peace Officer, property owner employing the officer, badge number if any, and their signature. On the other side, the following language, "The holder of this card has been commissioned as a Special Local Peace Officer (SLPO), pursuant to KRS 61.360. As a SLPO, the holder of this card is deemed to be a peace officer within the meaning of KRS 527.020 and may exercise the limited powers of a peace officer granted by KRS 61.360. ([500 KAR 3:020](#) Section 6 (4) (a-e))
4. Post a copy of 500 KAR Chapter 3 and a copy of [KRS 61.360](#) and [61.990](#) in a conspicuous location. ([500 KAR 3:020](#) Section 6 (2))
 5. Notify the program administrator by direct verbal communications within twenty-four (24) hours of any reported incident involving any act as enumerated in [KRS 61.360](#) (1) (C). Submit a written report within thirty (30) days of the original oral report setting forth the details of the incident and listing any action taken by the property owner. If formal charges are pending, advise as to the specific charge(s), trial dates and the final disposition of the charges. ([500 KAR 3:020](#) Section 6 (3))
 6. Submit a list of all active personnel to the program administrator by June 30th of each year. ([500 KAR 3:020](#) Section 6 (4))
 7. Submit the number of arrests made or citations issued by the SLPO for the previous calendar year by June 30th of each year. ([500 KAR 3:020](#) Section 6 (4))
 8. All property owners, agents or agencies shall be subject to inspection and investigation by the Justice Cabinet as circumstances warrant for possible violations. ([500 KAR 3:020](#) Section 7)
 9. If the required bond is cancelled or revoked, the property owner shall notify the Cabinet in writing within five days of cancellation. ([500 KAR 3:020](#) Section 6 (7))

What is the authority of a SLPO? ([KRS 61.360](#))

The duties of the officer shall be confined to the premises of the property to be protected, except while in pursuit of a person fleeing from the property after committing an act of violence or destruction of the property. In that case, the officer may pursue the person and make the arrest anywhere within this state. He may wear such badges and insignia as



will plainly indicate to the public that he is a special local peace officer, but he shall not, in any event, wear any uniform, or any part thereof, of any public police officer; nor shall he in any way impersonate a public police officer or represent himself to any person or persons as being a public police officer; nor shall he perform any of the duties of a public police officer, except those specifically herein granted and at the places herein specifically designated.

- (a) The protection of specific private property from intrusion, entry, larceny, vandalism, abuse, waste, or trespass;
- (b) The prevention, observation or detection of, or apprehension for, unlawful activity on specific premises;
- (c) The control of the operation, parking of motor vehicles, bicycles and other vehicles, and the movement of pedestrian traffic on specific private property; and
- (d) The answering of any intrusion alarm on specific private property.
[\(500 KAR 3:010\)](#)

May a SLPO hold more than one commission? [\(500 KAR 3:020\)](#)

An applicant, who qualifies, may hold additional commissions for different property locations. Only one bond is required for commission.

Who do I contact for information or to submit an application?

The Internal Investigations Branch (IIB) has been designated by the Secretary of the Justice and Public Safety Cabinet to oversee and administer the program. IIB is located at 125 Holmes Street Frankfort, KY 40601. The telephone number is (502) 564-6688. You can e-mail questions to barney.kinman@ky.gov

Applicable Statutes and Regulations

<u>KRS 61.300</u>	<u>500 KAR 3:010</u>
<u>KRS 61.360</u>	<u>500 KAR 3:020</u>
<u>KRS 61.991</u>	
<u>KRS 62.010</u>	
<u>KRS 62.990</u>	